

## Steps to Creating a Wiki.

### ***Step One:***

Go to the following address: <https://www.wikispaces.com/t/x/teachers100K>

### ***Step Two:***

Follow the directions and create a username and password. (Tip) Be consistent- use your SDP username/password.

### ***Step Three:***

Create a space name.

### ***Step Four:***

Space Visibility choice

Click on "Protected."

It is free for educators. This choice allows for anyone to view your space, but only members are allowed to edit the space. People must ask for permission from you to join the space.

### ***Step Five:***

Educational Use

Click on the box "I certify this space will be used for K-12 education."

This removes all advertisements from your space.

### ***Step Six:***

Click "Join" to finalize your space.

### ***Step Seven:***

\*\*\*Please e-mail the space name and web address to me at [falles@philasd.org](mailto:falles@philasd.org) so I can link your space to the school wikis.